

**Arizona Department of Juvenile Corrections**  
**Procedure No. 4301.07: Accessing Community Based Services**  
**Effective: 08/31/04**  
**Prior Issue: N/A**

**Purpose:**

Upon release from an Arizona Department of Juvenile Corrections (ADJC) secure facility a juvenile on conditional liberty status may be in need of community based services to further address his/her delinquency issues or treatment needs. Determination for appropriateness for services is made according to the juvenile's risk score, needs assessment, in-home evaluation, and treatment progress while in secure care.

**Definitions:**

1. **Community Based Services** - Treatment modalities delivered to clients in the community, usually on Conditional Liberty (Parole).
2. **Transition Staffing** - A multi-disciplinary meeting where staff, family, and interested parties assist in preparing the juvenile for release from secure care to the community and outline specific staff responsibilities to assist in this transition. Held 45 to 60 days prior to a juvenile's minimum release date.
3. **Staffing Participants** - A person significantly involved in the juvenile's life. It may include parole officer, parole supervisor, juvenile, family, educators, faith-based organization representative, behavioral health case worker, and psychology staff.
4. **Community Support Services Cost Share Broker** (also referred to as the Interagency Liaison) - Agency link/liaison to all other state agencies and social service providers who negotiates payment agreements for juveniles receiving services.
5. **Juvenile Service Request** - A form generated on YouthBase to formally authorize specific treatment services for a juvenile. The request goes through an approval process, and then is sent to the appropriate service provider.
6. **Cost Share** - Sharing the cost of a particular service such as counseling or placement with another agency.
7. **Over-ride** - Setting aside the financial limit of spending on a particular juvenile for treatment services.
8. **Over-ride Staffing** - A meeting of Community Corrections Administrators where decisions are made whether to set aside the financial limit of spending on a particular juvenile for treatment services.
9. **Over-ride Treatment Fund** - Funding source for those requests which are approved for over-ride.
10. **Contract Service Provider** - A public or private/ for profit or non-profit individual or agency whose contract for treatment services is accessible to ADJC to use for juvenile treatment.

**Rules:**

1. To obtain or extend/renew community based services for a juvenile **THE PAROLE OFFICER** shall:
  - a. Fill out the Parole Staffing form and bring it to the secure facility Transition staffing. If the juvenile is in the community, bring it to the special community staffing;
  - b. Along with **STAFFING PARTICIPANTS**, identify service needs and options to meet those needs, based on the juvenile's continuous case plan and assessment;
  - c. Identify cost share options and if cost share is possible:
    - i. Contact **COMMUNITY SUPPORT SERVICES COST SHARE BROKER/INTERAGENCY LIAISON (CSB)** and any other case workers involved with the juvenile;
    - ii. Request the CSB to contact agency or agencies to facilitate collaborative placement of the juvenile;

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- iii. Coordinate with the CSB regarding finalized cost share agreement;
  - iv. If CSB cannot effect a cost share agreement, another staffing shall be held to identify an alternative service plan for the juvenile.
- d. Initiate the Juvenile Service Request and provide to the **PAROLE SUPERVISOR** for review.
2. **THE PAROLE SUPERVISOR** shall review the Juvenile Service Request and either decline the request and send it back to the staffing process or approve the request.
3. Upon approval of the Service Request, the **PAROLE SUPERVISOR** shall compare the calculated cost of the service with the current allowable amount designated for a juvenile with his/her risk score:
  - a. Each fiscal year the **COMMUNITY SUPPORT SERVICES BUSINESS MANAGER** shall calculate the amount of funding available for community based service per juvenile according to juvenile risk score and available Purchase of Care budget funds;
  - b. When making funding decisions regarding services for a particular juvenile, **THE PAROLE SUPERVISOR** shall consider the amount of funding already used for services for that juvenile during the current fiscal year. All community-based services funded for the juvenile should be added into the total when comparing the per-youth spending to the allocated amount:
    - i. If the total spending proposed for the juvenile is at or below the allocated amount, the **PAROLE SUPERVISOR** shall approve the juvenile service request and forward it, in the YouthBase system, to the Community Support Services area for processing and placement;
    - ii. If the total spending proposed for the juvenile is above the allocated amount, the **PAROLE SUPERVISOR and the PAROLE OFFICER** shall follow the over-ride staffing process.
  - c. **THE PAROLE OFFICER** shall request an over-ride staffing from the Parole Supervisor by filling out the over-ride section of the parole staffing form. **THE PAROLE OFFICER** shall then provide this form and attach it to the Juvenile Service Request completed for the requested service;
  - d. **THE PAROLE SUPERVISOR** shall review the over-ride request and either decline it or approve it:
    - i. If the Parole Supervisor declines the request, **THE PAROLE OFFICER** shall initiate a new Juvenile Service Request, amended as directed by the Parole Supervisor;
    - ii. If the Parole Supervisor supports the over-ride request, **THE PAROLE SUPERVISOR** shall submit the parole staffing form to his/her Parole Administrator.
  - e. **THE PAROLE ADMINISTRATOR** shall submit the over-ride request on the Juvenile Staffing Form to the over-ride staffing held weekly. The two **PAROLE ADMINISTRATORS** and the **COMMUNITY SUPPORT ADMINISTRATOR** shall meet to review and decide on over-ride requests. The three **COMMUNITY/PAROLE ADMINISTRATORS** shall consider all requests within seven days of submission;
  - f. At the over-ride staffing **COMMUNITY/PAROLE ADMINISTRATORS** shall consider the youth's perceived risk, history, needs, and funding availability to decide where the over-ride should be funded:
    - i. If the **COMMUNITY/PAROLE ADMINISTRATORS** do not approve the over-ride, they shall suggest an alternative treatment or service. The appropriate **PAROLE ADMINISTRATOR** shall communicate this to the appropriate Parole Supervisor for consideration;
    - ii. If the **COMMUNITY/PAROLE ADMINISTRATORS** approve the over-ride, the appropriate **PAROLE ADMINISTRATOR** shall communicate this result to the Parole Supervisor and will forward the over-ride to Community Support Services. **COMMUNITY SUPPORT SERVICES** shall fund the service from the over-ride treatment fund.
  - g. **THE PAROLE OFFICER** and the **PAROLE SUPERVISOR** shall consider any alternative suggested by the over-ride committee:

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- i. If the alternative is acceptable, the **PAROLE OFFICER** shall submit a new Juvenile Service Request for the alternative service;
  - ii. If the alternative is not acceptable, the **PAROLE OFFICER** shall reconvene the Transition or Community staffing to determine another course of action and proceed with the steps as outlined above.
4. **COMMUNITY SUPPORT SERVICES** shall fund the Juvenile Service Request from the appropriate funding sources after spot checking the service request amounts.
5. **COMMUNITY SUPPORT SERVICES** shall provide the youth's packet to the contract service provider.
6. **THE CONTRACT SERVICE PROVIDER** shall provide the purchased service.